

ACTING SPECIAL ASSISTANT FOR CLINICAL ACTIVITIES

Duties and Responsibilities:

- a. Monitor and maintain an awareness of all clinical activities relating to the Office of the D/MS which includes medical evaluations wherein a medical disqualification is involved; fitness for duty; return to duty; medical return from overseas; BEC cases; retirement; Honor Awards; SG Promotions; special assignment and details (White House, NSC, O/DCI, etc.) and any "problem cases;"
- b. Familiarization in depth with the Clinical Activities of the OMS as these relate to the Office of the D/MS;
- c. Preparation and release of Reports of Employee Emergency Notices;
- d. Preparation of Visual Aid Material, workload and other statistics;
- e. Supervision of Medical Action Group System;
- f. Chairman, Panel C;
- g. Liaison with the Office of Personnel on a daily basis regarding Congressional and Special Interest Cases; waivers, medical disqualifications; workload forecast; correspondence, etc;
- h. Perform other duties relating to OMS Clinical Activities as directed by D/MS.